

Message

From: Wells, Ellen [Wells.EllenP@epa.gov]
Sent: 8/6/2015 3:53:24 PM
To: Jackson, Laurianne [Jackson.Laurianne@epa.gov]
Subject: RE: grammar review
Attachments: Settlement Analysis8.4.15(CoCaONLY)-suggestions-redline.docx; Settlement Analysis8.4.15(CoCaONLY)-view after-redline.docx

Hi Laurianne,

So the one that says suggestions shows all the changes.

The one that says after redline is so that I could see what it would look like and be able to tell if it still needed anything more.

I also applied an outline template, which means that the settings for the different levels of paragraphs are now styles associated with this document, so that if you are going to add more paragraphs, you can just enter the text you want and click a style and it will automatically format correctly.

For example, if you want to add another section at the A,B,C level you would just position your cursor where you want to enter text, key it in and then select Heading 2. Then when you push enter, the next paragraph will automatically be formatted without the heading because that is the pattern you set up.

Or if you want to add something at the I, II, III level you would enter your heading, select Heading 1 from the styles, and then push enter and your next paragraph is automatically at the A,B,C level with the correct next letter.

After I send this e-mail I am going to walk over and see if you are actually here and if you have any questions about adding or deleting text before you finalize the document.

I hope I have been able to help.

Ellen

From: Jackson, Laurianne
Sent: Wednesday, August 05, 2015 8:42 AM
To: Wells, Ellen
Subject: RE: grammar review

No, this is strictly an internal document...I just am too familiar to give it a good review at this point.

Laurianne M. Jackson
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From: Wells, Ellen
Sent: Wednesday, August 05, 2015 8:26 AM

To: Jackson, Laurianne
Subject: RE: grammar review

No problem. I have a meeting at 9, but that won't take too long.

And just so I know – are you collaborating on this with some other party that only has a lower version of Word?

Ellen

From: Jackson, Laurianne
Sent: Wednesday, August 05, 2015 8:15 AM
To: Wells, Ellen
Subject: RE: grammar review

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, thank you.

The evaluation is attached for your review. No big rush, maybe by tomorrow if possible.

Laurianne M. Jackson
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From: Wells, Ellen
Sent: Tuesday, August 04, 2015 5:22 PM
To: Jackson, Laurianne
Subject: RE: grammar review

Sure, I do it all the time for Mark and Andrea and a few others.

Ellen

From: Jackson, Laurianne
Sent: Tuesday, August 04, 2015 5:04 PM
To: Wells, Ellen
Subject: grammar review

Hi Ellen

Do you offer grammar/style review? I am not sure if you are a proofreader but I would love some fresh eyes on my settlement evaluation.

No pressure, just let me know.

Laurianne M. Jackson
Enforcement Attorney

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